



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION § LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

*To enrich lives through effective and caring service*

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

December 16, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

## **COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)**

### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reflect classification changes and to implement the results of classification studies; to amend Section 6.28.060 (Table of positions without compensation) to add one (1) employee classification without compensation; and to update Section 6.10.140 (Bilingual pay) to delete an obsolete class.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board has instructed the Director of Personnel to submit classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. The development and maintenance of the County=s classification system is one of the Department of Human Resources= (DHR) primary functions.

Your Board=s approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

### Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organization Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

These classification recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents. This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified downward, laterally, and upward are consistent with the class concepts of the new positions. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems (Attachments A and B).

### **FISCAL IMPACT/FINANCING**

The projected budgeted net County savings resulting from these actions is \$1,162 annually based upon salaries as of October 1, 2003.

Any cost increases associated with upward reclasses will be absorbed within the Board's adopted budget for each affected department. Individuals promoted as a result of these upward reclasses would receive increases of approximately 5 ½ percent. No additional funding is required. There may be minimal costs associated with lateral reclassifications. This occurs when the salary of the new position is not exactly the same as the position that is laterally reclassified. Such lateral reclassifications cannot exceed 2 ¾ percent.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

### New Class

One (1) new class designated without compensation is being created in the County's classification system to more accurately reflect the level of work and scope of responsibilities assigned and to better serve departmental needs (Attachment A).

### Reclassifications

There are 14 positions in five (5) departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes. Your approval of these recommendations will allow the deletion of several classes at a later date after the incumbents have been appointed to positions in the new classes.

### Authority

The County Charter (Article VI) authorizes the Director of Personnel to establish and maintain "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5 of the County Code.

### Approvals

- The Chief Administrative Officer has reviewed these recommendations.
- The Department of Human Resources has conducted appropriate consultations with the impacted employee organizations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors  
December 16, 2003  
Page 4

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,

MICHAEL J. HENRY  
Director of Personnel

MJH:STS  
AW:vmh

Attachments (2)

c: Chief Administrative Officer  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

**ATTACHMENT A**

**CLASSES WITHOUT COMPENSATION RECOMMENDED FOR ADDITION**

<b>Item No.</b>	<b>Title</b>
9482	Deputy County Counsel, W/O Compensation

**ATTACHMENT B**

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION**

**CONSUMER AFFAIRS**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings And Salary</b>
1	Head, Staff Services 84K Non-represented	Administrative Services Manager II 90J Non-represented

Based upon our review, the scope and level of responsibilities of the Head, Staff Services have changed since the original allocation of this class in 1976. The subject position currently serves as the Department's Administrative Deputy. The major responsibilities of the position include serving in the following capacities: financial officer and contracts manager (managing the departmental budget and nine grant-funded contracts), emergency preparedness coordinator, illness and injury prevention program coordinator (safety officer), facilities manager, personnel manager, and technology coordinator. Most of these functions have been added since 1990. Based upon the position's increased scope and complexity of work assignments, upward reclassification to Administrative Services Manager II is appropriate.

**DISTRICT ATTORNEY**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Executive Assistant R9 Non-represented	Executive Assistant, DA 89K Non-represented
1	Senior Legal Office Support Assistant 70C Represented	Supervising Legal Office Support Assistant 74C Represented

The Executive Assistant reports directly to the Chief Deputy and is responsible for developing administrative operational policies pertaining to the Department's Executive Office, reviewing and analyzing correspondence and reports on departmental activities and making recommendations for their disposition, coordinating budget preparation for the Executive Office, and performing special assignments and studies as directed by the District Attorney or Chief Deputy. Based upon our review of this departmental assignment, we conclude that this position is more consistent with the class concept for the department-specific class of Executive Assistant, DA. Therefore, downward reclassification is recommended to Executive Assistant, DA.

**ATTACHMENT B**

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)**

**DISTRICT ATTORNEY (cont'd)**

The Senior Legal Office Support Assistant (LOSA) reports directly to the Head Deputy of the Hardcore Gang Division. The subject position is responsible for providing secretarial support to the Head Deputy and for supervising the work of 14 legal clerical positions. These supervisory responsibilities include planning, assigning, and reviewing the work of staff, hiring and training, and resolving any conflicts which may arise between the support staff and the attorneys. Based upon our review of these duties and the number and level of staff supervised, this position meets the class concept of a Supervising LOSA. Therefore, upward reclassification is recommended in the interim to Supervising LOSA pending the completion of the countywide LOSA study.

**DEPARTMENT OF HEALTH SERVICES - ADMINISTRATION**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Personnel Assistant 68C Non-represented	Departmental Personnel Assistant 64D Represented
1	Principal Health Services Program Analyst R10 Non-represented	Fiscal Officer II, Health Services 98E Non-represented
1	Senior Personnel Assistant 76C Non-represented	Senior Departmental Personnel Assistant 74A Non-represented

The Personnel Assistant is assigned to the Department's Recruitment and Examining Office and is responsible for performing clerical personnel work related to the processing of routine or less complex departmental examinations (e.g., clerical and entry-level positions). The Personnel Assistant was established to perform its primary work in a comprehensive countywide personnel program in the Department of Human Resources or in the Chief Administrative Office. Based upon its work location and responsibilities, the position is more consistent with the class concept for Departmental Personnel Assistant which performs a variety of specialized duties in a personnel office of a line department. Therefore, downward reclassification is recommended to Departmental Personnel Assistant.

**ATTACHMENT B**

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION** (cont'd)

**DEPARTMENT OF HEALTH SERVICES – ADMINISTRATION (cont'd)**

The Principal Health Services Program Analyst was established to have immediate charge of a section of the Fiscal Legislative Services Division in the Department. Based upon our review, this class is currently assigned to Central Revenue in the Department Administration to oversee the work of Financial Specialists. In addition, it is a vacant class. The class concept of the position with respect to the scope of work assigned is more consistent with that of the Fiscal Officer II, Health Services which directs the work of a large staff (more than 55) in the operation of a large to very large scale complex accounting program in a Department or institution having an annual budget of over \$50,000,000. Therefore, downward reclassification is recommended to Fiscal Officer II, Health Services.

The Senior Personnel Assistant (Senior PA) is responsible for performing a variety of personnel assignments relating to the review, analysis, and processing of new hires, promotions, transfers, and demotions for Health Services Administration and the Office of Managed Care. As in the case of the PA, the Senior PA was also established to perform its primary work in a comprehensive countywide personnel program in the Department of Human Resources or in the Chief Administrative Office. Since the position meets neither of these criteria, it is recommended for downward reclassification to Senior Departmental Personnel Assistant, a class which is allocated to a line department personnel office to analyze personnel problems with varying levels of difficulty and requiring a greater level of independence in decision making.

**DEPARTMENT OF HEALTH SERVICES – ANTELOPE VALLEY CLUSTER**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Chief Community Services Analyst R10 Non-Represented	Chief, Rehabilitation Centers R10 Non-Represented

The Department currently has a Chief Community Services Analyst position (Chief CSA) that serves as the operational manager of the medical/mental health services provided by the Acton Rehabilitation Center, Warm Springs Rehabilitation Center, and High Desert Recovery Services. The current allocation of this class in the Department is inappropriate because, by definition, the class is restricted to the Department of Community and Senior Services. Therefore, we recommend the lateral reclassification to Chief, Rehabilitation Centers, a class which was approved by your Board in September 2003 to replace the Chief CSA.

**ATTACHMENT B**

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION** (cont'd)

**DEPARTMENT OF HEALTH SERVICES – COASTAL CLUSTER**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	General Services Manager III 78K Represented	General Services Manager I 72L Represented
1	Senior Pharmacy Helper 61K Represented	Pharmacy Helper 59L Represented

The General Services Manager III (GSM III) position supervises a staff of 12 subordinate positions assigned to inventory and distribute linen, monitor the laundry services contract, and distribute mail. Based upon the size of the subordinate staff and the limited scope of services supervised, the position fails to meet the allocation criteria for GSM III, a class which directs for work of approximately 85 or more multi-disciplinary support staff responsible for housekeeping, security, laundry, warehousing, property inventory, telephone, grounds maintenance, custodial, and culinary services at a County hospital or institution. Therefore, downward reclassification is recommended to GSM I, a class established to supervise a small group of subordinate staff of 20 or more persons engaged in providing comprehensive, nonprofessional support services at a County hospital or institution.

The Senior Pharmacy Helper is a vacant class and the position is being reclassified to allow the Department to more effectively meet its service needs. The Senior Pharmacy Helper class will be recommended for deletion in the near future.

**DEPARTMENT OF HEALTH SERVICES – SOUTHWEST CLUSTER**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Senior Pharmacy Helper 61K Represented	Pharmacy Helper 59L Represented

The Senior Pharmacy Helper is a vacant class and the position is being reclassified to allow the Department to more effectively meet its service needs. The Senior Pharmacy Helper class will be recommended for deletion in the near future.

**ATTACHMENT B**

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION** (cont'd)

**DEPARTMENT OF HUMAN RESOURCES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
2	Student Professional Worker FH \$9.80 Non-represented	Student Professional Worker, Information Technology FH \$14.63 Non-represented

The scope of responsibilities for the two positions is comprised entirely of information technology (IT)-related duties. Specifically, the positions provide support to end users, install and configure personal computers and related peripheral equipment, install software, and perform routine maintenance and repair of PC's and peripheral equipment. The full-time performance of such duties is entirely consistent with the specialized class of Student Professional Worker, Information Technology. Therefore, upward reclassification is recommended to Student Professional Worker, Information Technology.

**DEPARTMENT OF HUMAN RESOURCES - OFFICE OF PUBLIC SAFETY**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings And Salary</b>
1	Personnel Assistant 68C Non-represented	Departmental Personnel Assistant 64D Represented

The subject position performs a variety of specialized and routine clerical support functions for the Office of Public Safety's (OPS') Personnel Division including processing departmental bonuses, scheduling pre-employment examinations, maintaining personnel records and logs, entering employee data into CWTAPPS, and responding to employee inquiries regarding bonuses and pay. Based upon our review of these duties and departmental assignment, the position fails to meet the allocation criteria for the Personnel Assistant class. Although OPS is part of the Department of Human Resources, its personnel functions are a separate, non-countywide operation. Our findings indicate that the position is fully consistent with the class concept for Departmental Personnel Assistant (DPA) which performs clerical personnel work including analysis of human resources issues of limited scope and difficulty in a personnel office of a line department. Accordingly, we recommend the downward reclassification of the position to DPA.

**ATTACHMENT B**

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION** (cont'd)

**REGISTRAR-RECORDER/COUNTY CLERK**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Intermediate Typist-Clerk 57E Represented	Account Clerk II 59L Represented

The Intermediate Typist-Clerk is assigned to the Financial Services Unit in the Revenue and Trust Accounting Section of the Department and reports to an Accountant III. Our review confirmed that the position performs a variety of accounting clerical duties which include reviewing Collections Unit Reports, making adjustments to deposit reports, preparing collection deposit reports, and maintaining various accounting records. We have determined that the level of complexity of the assigned duties and reporting relationship fully meet the class concept of Account Clerk II. As such, we recommend upward reclassification of the position to Account Clerk II.